



FRS 2.1 User Guide

Chapter 2-B

## **COMPLETE THE HOUSING AGENCY CONFIGURATION**

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## 1. INTRODUCTION

The **HA Configuration** is a set of five windows that appear after data conversion. These windows contain information about the PHA's identification, jurisdiction, projects/sites (*Public Housing only*), default values, and administered projects of other housing agencies.

During the data conversion process, FRS 2.1 loads information about your Public Housing Agency. Proceed through the five windows to confirm that the converted information is correct. If you did not go through the data conversion procedures, you can access this process by clicking on the HA Configuration drop down menu from the main menu.

## 2. HOUSING AGENCY IDENTIFICATION


- 1) The first window, **Provide (or Confirm) Housing Agency Identification**, appears automatically after successful data conversion.

### OR


From the Main Menu, click on the *HA Configuration* drop down menu and select *HA Identification*.

- 2) Complete these fields:

- **Agency Name**
- **HA Number**
- **Subcontractor Name**
- **Subcontractor Mailbox ID**

- 3) Click . The **Provide (or Confirm) Housing Agency Jurisdictions** window appears.

### OR


Click  to return to the Main Menu. Click on *HA Configuration* drop down menu and select *HA Jurisdictions*.

## 2. HOUSING AGENCY JURISDICTIONS


1) When the **Provide (or Confirm) Housing Agency Jurisdictions** window appears, complete these fields:

- **Select HA Home Jurisdiction**
- **List all potential project jurisdictions (if any):** Select other applicable project jurisdictions (one at a time) from the list box and click **Add State**. The selected jurisdiction is added to the field labeled, **Project jurisdictions that HA has unit authority**.

**NOTE:** To remove a state from the **Project jurisdictions that HA has unit authority** field, select the state from this field and click **Remove State** button.

2) Click . The **Provide (or Confirm) Housing Agency PIH Projects/Sites** window appears.

OR

Click  to return to the Main Menu. Click on *HA Configuration* drop down menu and select *HA Projects/Sites*.

## 3. HOUSING AGENCY PROJECTS/SITES

1) When the **Provide (or Confirm) Housing Agency PIH Projects/Sites** window appears, complete these fields:


- **Three Digit Project Number**
- **Project Name**
- **Three Digit Site Number/Site Name (if any):**  
For each project identified, you may enter information about specific sites of that project. Select the desired project (the arrow to the left of the project number points at that project). Enter the site number into the **Three Digit Site Number** field and enter the site name into the **Site Name** field, if applicable.

**NOTE:** If you administer projects for another HA, include those project name(s) and number(s) in this window.

**NOTE:** To delete a project from the database, you must delete all sites related to that project first. To delete a site, click on the box to the left of the **Three Digit Site Number** field and press the <**DELETE**> key on your computer keyboard.

- 2) Click . The **Provide Housing Agency Default Values** window appears.

**OR**

Click  to return to the Main Menu. Click on *HA Configuration* drop down menu and select *HA Default Values*.

#### 4. HOUSING AGENCY DEFAULT VALUES

- 1) When the **Provide Housing Agency Default Values** window appears, complete these required default value fields:

##### Required Default Values

- **Effective Date of Default Values:** Enter the effective date for the default values contained in this box. Use the **earliest date** these default values came into effect. You may enter different default values that span different periods of time.

**NOTE:** To ensure that FRS 2.1 applies the correct default values to a household record, whenever any default value changes, you must enter a new **Effective Date of Default Values**. This date ensures that FRS 2.1 only applies the new default values to those households with an effective date of action **after** this date.

- **Passbook Rate:** Enter the percent as a decimal in this field. The passbook rate is available from your HUD Field Office.

##### Indian Mutual Default Values Only


- **The Mutual Help and Occupancy Agreement Percentage:** A number between 0.15 and 0.30 that corresponds to the percentage in the Mutual Help and Occupancy Agreement. Enter the percent as a decimal in this field.
- **Administration Charge Set By Each Indian Housing Authority:** Each Indian Housing Authority (IHA) sets their administration charge. Enter the amount of the IHA's charge.

**Leave these defaults unchanged unless instructed by HUD**


- **Medical Threshold Percentage:** A standard Medical Threshold currently set by HUD at 3%, entered as a decimal. This value may change in the future.
- **Elderly/Disability Allowance:** The family's standard allowance amount if the Head of Household and/or spouse/co-head is elderly (age 62 or over), and/or disabled. The current allowance is \$400.
- **Allowance per Dependent:** Standard allowance amount for each dependent in the household. The current allowance is \$480 per dependent.
- **Percentage Used to Derive the TTP if Based on Annual Income:** A default value set by HUD at 10%, entered as a decimal. This value may change in the future.
- **Percentage Used to Derive the TTP if Based on the Adjusted Annual Income:** A default value set by HUD at 30%, entered as a decimal. This value may change in the future.



2) To enter another set of default values that begin on a different date,

click  on the bottom of the window.



- Enter the **new effective date of the default values** and provide the changed default values.
- Continue to enter all additional sets of default values. If you have more than one set of default values,  takes you to the last set of default values.


For example, if your HA used a Passbook Rate of 0.025 from January 1, 1994 through December 31, 1998, but then changed the Passbook Rate to 0.03 on January 1, 1999:

- Enter 1/1/1994 as the effective date
- Enter the Passbook Rate of 0.025.
- After you complete all necessary information for this set of default values, click , to enter another set of default values for the new Passbook Rate with an effective date of 01/01/1999.


- 3) Click  and/or  to view sets of default values.

**NOTE:** To delete a set of default values (record):

- Click  while the desired set of default values is displayed and press <DELETE>. A confirmation message appears.
- Click  to confirm the deletion of the selected set of default values.

- 4) Click . The **Provide HA IDs for whom you administer PIH Projects** window appears.


**OR**

Click  to return to the Main Menu. Click on *HA Configuration* drop down menu and select *Originating HAs*.

## 5. ORIGINATING HOUSING AGENCIES

- 1) When the **Provide HA IDs for whom you administer PIH Projects** window appears, complete these fields:

- **Agency Name**
- **Three Digit HA Number**

- 2) You are now ready to setup your preferred method of transmission. Click  to be automatically prompted for a submission selection.

**OR**

Click  to return to the Main Menu.

- 3) Please refer to Chapter 2-C, Submission Setup, at [www.hud.gov/pih/systems/mtcs/document.html#frs](http://www.hud.gov/pih/systems/mtcs/document.html#frs) for instructions.

